

STATE OF CALIFORNIA
**RECORDS RETENTION
SCHEDULE APPROVAL**
STD. 72 (REV. 7-92) DMV EF

5/8/02

51805-

Submit three copies with three copies
of the Records Retention Schedule,
STD. 72.

(1) DEPARTMENT, BOARD OR COMMISSION Department of Motor Vehicles
DIVISION, BUREAU OR OTHER UNIT Registration Operations Division, Reg. Operations Field Services Unit
ADDRESS 2415 First Avenue, MS E254, Sacramento, CA 95818

TO: DEPARTMENT OF GENERAL SERVICES OFFICE OF INFORMATION SERVICES 1500 5th Street, Room 116 Sacramento, CA 95814 (or IMS C-39) (916) 445-2294 or CALNET 485-2294	CHECK THE APPROPRIATE BOX: (2) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. (Complete boxes 5 - 8.) (3) <input checked="" type="checkbox"/> Revising a previous schedule. (Complete boxes 5 - 12) (A new approval number will be assigned.) (4) <input type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes 8-12.) (The original approval number will remain in effect.)
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NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER 138-DMV-ROD	(6) SCHEDULE DATE 12/31/01	(7) NUMBER OF PAGES 3	(8) CUBIC FEET (Total Schedule) 5946
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED

PART 1 -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE-MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS <i>[Signature]</i>	(14) TITLE Records Chief Admin II	(15) DATE SIGNED 1/14/02
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In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE-RECORDS MANAGEMENT ANALYST <i>[Signature]</i>	(17) TITLE Rec Mgmt Coord	(19) TELEPHONE 657-5632	(20) DATE SIGNED 1-18-2002
(18) NAME (Printed or Typed) P. J. Valentine	(19) TELEPHONE 657-5632	(20) DATE SIGNED 1-18-2002	

PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

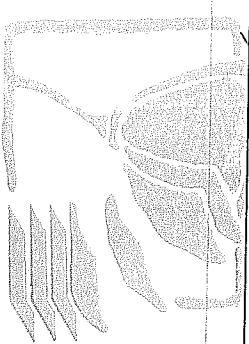
(21) SIGNATURE-DEPT. CONSULTANT <i>[Signature]</i>	(22) APPROVAL NUMBER E02-153.
(23) TITLE Records Mgmt. Consultant	(24) DATE SIGNED May 3, 2002

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (25) ☒ Contains no material subject to further review by the California State Archives

- (26) ☐ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



CALIFORNIA
STATE ARCHIVES

(27) SIGNATURE-CHIEF OF ARCHIVES

(28) DATE SIGNED

[Signature] 5/8/02

CC- RS -45
5/8/02

Records Retention Schedule

STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1)

Motor Vehicles

51805

SCHEDULE NUMBER (2)

138-DMV-ROD

DATE (3)

12/31/01

ORGANIZATIONAL UNIT

Registration Operations Division, Registration Operations Field
Services Unit

OF PAGES

1 3

ADDRESS (Number

Street

City)

2415 First Ave, MS E250, Sacramento, CA 95818

DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

02-153

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between Items) (9)	M E D I A (10)	V I T A L (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS
						Office (12)	Dept (13)	SRC (14)	Total (15)		

FUNCTION: The function of the Field Services Unit is to render quality service to the department's field offices and the public by utilizing the latest in telephone technology. Through the efforts and integrity of our dedicated employees, we are committed to answering up to 700 callers a day. Our customer service aim is to provide "One Stop Shopping" by offering quality services in a prompt and courteous manner and in a variety of languages. We endeavor to provide the most accurate information and the most reliable services possible to callers from California and beyond. In fulfilling our function, we strive to emulate our motto "Quality Service to California and the World."

			<u>Program Management</u>			(12)	(15)			
1	5387		022 Cashed (Z96 Transaction Code) Suspense or Report of Deposit of Fees (<i>Live Money</i>)	P		Active+3	4	Active until revised or superceded; thereafter, confidential destruction per GC 6254 (C).		
2			A+B Suspense Receipts Holdouts	P				Deleted item – updated daily therefore not retained.		
3	22		ADM 173, Cashiers Daily Record	P		Active+1	2	Active until revised or superceded; thereafter, confidential destruction per GC 6254 (C).		
4	2		ADM 311, Cashier's Transfer Receipt	P		Active+3	4	“		
5			ADM 331, Suspense Receipt	P				Not retained – sent to Accounting.		
6	1		ADM 518, Notice of Transfer of Accountable or Controlled Items	P		Active+1	2	Active until revised or superceded; thereafter, confidential destruction per GC 6254 (C).		
7	3		Cash in Uncleared Collection (<i>Reverse Cash Box</i>)	D		Active+3	4	“		
8	207		Correspondence, General (<i>External Customer Inquiries</i>)	P		Active+4	5	“		
9	12		Deposit Listings	P		Active+3	4	“		

Records Retention Schedule

STD. 73 (REV. 5-92)

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DEPARTMENT (1)

Motor Vehicles

51805

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12/31/01

ORGANIZATIONAL UNIT

Registration Operations Division, Registration Operations Field
Services Unit

OF PAGES

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						Office (12)	Dept (13)	SRC (14)	Total (15)		
10	5		Enhanced Renewal Records (Stickers)	D		Active+3			4		Active until revised or superceded; thereafter, confidential destruction per GC 6254 (C).
11	26		Headquarters Refund Listing	P		Active+3			4		"
12	15		Office 691, ADM 173 Forms	P		Active+3			4		Merged with Item #3.
13			Outfile Com Fiche	D							Obsolete
14	7		Parking Citations Microfilm	D		Active+3			4		Active until revised or superceded; thereafter, confidential destruction per GC 6254 (C).
15	1		Production Reports	P		90 Days			90 Days		"
16	27		Prorate Suspense Receipts	P		Active+3			4		"
17	3		Registration Inventory Phase II	P		Active+3			4		"
18	16		Remittance Processing	D		Active+3			4		"
19	183		Technician Daily Journal Office Collect Report	P		Active+3			4		"
20	2		Uncleared Collection Report (Cash Box)	D		Active+3			4		"
21	3		Vehicle Registration Matched Checks	D		Active+3			4		"

Records Retention Schedule

STD. 73 (REV. 5-92)

See Instructions on reverse
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DEPARTMENT (1)

Motor Vehicles

51805

SCHEDULE NUMBER (2)

138-DMV-ROD

DATE (3)

12/31/01

ORGANIZATIONAL UNIT

Registration Operations Division, Registration Operations Field
Services Unit

3 OF 3 PAGES

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02-153

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						Office (12)	Dept (13)	SRC (14)	Total (15)		

Administrative Management

22	1		Budget Expenditures and Related Reports (<i>Budget revisions, transfer of budget allotments, expenditure reports, financial activity reports</i>)	P		Current			Current		Current until revised or superceded; thereafter, confidential destruction per GC 6254 (C) .
23	3		Office Administrative Files (<i>Records accumulated related to the internal administration or housekeeping activities of the office rather than the function for which the office exists</i>)	P		Active			Active		Current until revised or superceded; thereafter, confidential destruction per GC 6254 (C) .
24	19		Personnel Files and Related Documents	P		Active			Active	XI	Active until employee separates, transfers, retires or until unit disbands.per IPA 1798.34; thereafter, confidential destruction per GC 6254 (C) .
25	1		Procurement and Supply Documents (<i>Standard forms for leases, standard agreements, space action requests, purchase estimates or orders</i>)	P		Current			Current		Current until revised or superceded; thereafter, confidential destruction per GC 6254 (C) .
<u>Records Management</u>											
26	*		Records Retention Schedules and Approvals (STD. 73, 72)	P		Current			Current		Retain as current until revised.
27	*		Records Inventory Worksheets (STD. 70)	P		Current			Current		Retain as current until next inventory or when no longer needed for reference or analysis, whichever is later.

Total Cubic Ft. : 5946